

Payroll Advisor

Location North East | **Salary** Highly competitive salary plus benefits

Overview

Our client is a well-established, global organisation with a main base in the Newcastle area.

We are supporting them to recruit a permanent Payroll Advisor. Reporting to the HR Manager the role will manage the end-to-end payroll and benefits service for all employees across their UK business.

Job Description

Key accountabilities will include:

- Preparing, processing and checking company monthly payroll to meet all deadlines set.
- Providing quality customer service to the client group through the delivery of a professional and accurate payroll procedures.
- Answering employee queries about salaries, deductions and attendance.
- Processing overtime payments and realigning shift working arrangements, as well as reporting and processing of payroll deductions.
- Processing permanent and variable elements, payroll benefits in kind, and statutory payments.
- Processing sickness and other absences in line with company policies and statutory entitlement.
- Liaising with the tax office in relation to any discrepancies on the PAYE account.
- Processing of tax year end and annual reporting including P11Ds.
- Completing payroll reports for record-keeping purposes as well as for managerial review in conjunction with the monthly payroll timelines.
- Administering and maintaining the company pension and benefits schemes in including car, health insurance and bonus.
- Assisting with general HR administration duties where required.
- Maintaining Payroll databases ensuring the highest level of data integrity.

Person Specification

The successful candidate will:

- Have previous experience of working within a payroll environment at the Coordinator or Advisor level.
- Have up to date knowledge and an interest in UK payroll legislation.
- Be competent in using HR and Payroll systems.
- Be customer focussed and have a positive can-do attitude.
- Have excellent attention to detail and an eye for accuracy.
- Be a team player.
- Be inquisitive and proactive in supporting continuous improvement.

The role is based at their Newcastle site and offers hybrid working. Highly competitive salary plus benefits.

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